

Report for Week Ending 4 April
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Recommendations pointed up during the inventory are being compiled in memorandums to the Records Management Officers of the major Offices and Staffs. The memorandums prepared so far for the Medical Staff and the Offices of Logistics, Personnel, and the Comptroller contain recommendations on 38 reports. These recommendations will provide the basis for study projects which will be conducted in collaboration with the Reports Management Officers. Project is now 50% complete.

Project 6-13 - Dispatch Format and Procedure

No change in status pending the ordering of dispatch forms by Forms Management Branch.

Project 6-22 - DD/I Reports Survey

No change in status pending development of recommendations on DD/S reports.

Miscellaneous Activity

a. Stock Management Section, Office of Logistics reported that action is being taken to procure the 300,000 letter sized and 100,000 legal sized smudge-proof masters requested by Forms Management Branch.

b. Met with [REDACTED] and the Chief, Administration and Control Staff, Procurement Division, to set up the study of contract files. The project will be started tomorrow. 25X1A9a

c. Formal recommendations on reporting the accountability of CIA Telephone Directories were submitted by memorandum to the Chief, Physical Security Division.

d. Received an informal concurrence from the Chief, Physical Security Division, on our proposal that Staff Duty Officers' Check Lists be submitted monthly rather than daily.

[REDACTED] 25X1A9a

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